

अण्डमान तथा  
Andaman And



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ANDAMAN AND NICOBAR ADMINISTRATION  
DIRECTORATE OF SOCIAL WELFARE

**NOTIFICATION**

Port Blair, dated the 14<sup>th</sup> July, 2010

No. 183/2010/F.No. 2-162/Estt/2009/SW.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANL dated 11<sup>th</sup> April, 1960, and in supersession of Notification No. 91/88/48-104/83-TW dated 30<sup>th</sup> September, 1988, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of **Light Vehicle Driver** borne in the Establishment of the Directorate of Social Welfare, Andaman and Nicobar Administration, namely :—

**1. SHORT TITLE AND COMMENCEMENT:-**

- (i) These Rules may be called the Andaman and Nicobar Administration (Light Vehicle Driver in the Directorate of Social Welfare) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-**

The number of post, their classification and Pay Band & Grade Pay/Scale of Pay attached thereto shall be as specified in Sl. Nos. 2 to 4 of the Schedule annexed hereto.

**3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Sl. Nos. 5 to 15 of the said Schedule.

**4. DISQUALIFICATION:-**

No person —

- (i) Who has entered into or contracted a marriage with a person, having a spouse living, or
  - (ii) Who, having a spouse living has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**5. POWER TO RELAX:-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provision of those rules with respect of any class or category of person.

**6. SAVING:-**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) Bhopinder Singh**  
**LIEUTENANT GOVERNOR,**  
 Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-  
**(R.K. Majhi)**  
**Superintendent (JH)**

**SCHEDULE****RECRUITMENT RULES FOR THE POST OF LIGHT VEHICLE DRIVER OF THE  
 DIRECTORATE OF SOCIAL WELFARE OF A & N ADMINISTRATION**

1.	Name of post	<b>Light Vehicle Driver</b>
2.	No. of post	8 (Eight)* 2010 *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs. 5200 - 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. servants upto 5 years in accordance with the instructions and orders issued by the Central Govt.)  <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from candidates
8.	Educational and other qualifications required for direct recruits	<b><u>Essential :</u></b> 1. Must have passed Secondary School Certificate Examination (Xth Std.) from a recognized Board/University 2. Must possess a valid Light Motor Vehicle driving licence 3. Must qualify Trade Test/Professional test  <b><u>Desirable :</u></b> 1. 3 (three) years experience in driving Light Motor Vehicle 2. Knowledge of Motor Mechanism and capable to locate and rectify minor defects in the vehicle 3. Must have good knowledge of Traffic Regulation

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for selection &amp; confirmation )</u></b> i) Director (SW), A&N Admn. - Chairman ii) Mechanical Engineer, Transport Dept. - Member iii) Vehicle Instructor, ITI - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job descriptions	Attached as Annexure to Schedule

**Annexure****JOB DESCRIPTION FOR THE POST OF LIGHT VEHICLE DRIVER**

The following are the duties to be performed by a Light Vehicle Driver:-

1. Should drive the vehicle in safe way as per the traffic rules;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water & brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the Tyre;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc., he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc. ;
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office.
11. Should maintain a date-wise record entry in respect of the repairs, cost of spareparts replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/accidents to the authorities;
13. Should take action to get the vehicle serviced;
14. In addition to above the Light Vehicle Driver shall perform all such duties, functions and responsibilities assigned by his/her Controlling Officer/Director (Social Welfare) from time to time.